

Graduate School of Professional Studies

Detailed Enforcement Regulations

Chapter 1. General Regulation

Article 1 (Objective)

The objective of this Detailed Enforcement Regulations is to regulate the detailed items necessary for enforcing the School Regulations of the Sookmyung Women's University Graduate School of Professional Studies (called 'Regulations' hereafter).

Article 2 (Application Extent)

Unless there are specific regulations for general academic affairs of each GSPS, this Detailed Enforcement Regulations (called 'Details' hereafter) is applied.

Chapter 2. Entrance, Admission, and Re-Entrance

Article 3 (Entrance Application Documents)

Necessary documents for entrance application mentioned in the Regulations Article 7 refer to the following.

- ① Entrance Examination
 1. Entrance Application
 2. University Diploma [Admitted Graduates should include the Diploma from the previous university]
 3. Transcript of whole college years [Admitted Graduates should include the transcript from the previous university]
 4. Career (Employment) Certificate [where applicable]
 5. Letter of Recommendation [Only for applicants by various exchange agreements]
 6. Other documents that the Dean of the GSPS recognized necessary
- ② Examination for Special Admission
 1. Admission Application
 2. University Diploma and Graduate School Completion (to be) Certificate [Admitted Graduates should include the Diploma from the previous university]
 3. Transcripts from university and graduate school [Admitted Graduates should include the transcript from the previous university]
 4. Career (Employment) Certificate [where applicable]
 5. Letter of Recommendation [Only for applicants by various exchange agreements]
 6. Other documents that the Dean of the GSPS recognized necessary

Article 4 (Examination Subjects and Contents)

The examination subjects and contents of each GSPS are as follows.

1. Document Screening: Screens completion or incompleteness of related major subjects and grades.
2. Major Examination: Tests academic capabilities of applied major fields with written examination (including practical examination).
3. Interview. Oral Tests: Tests knowledge of major fields, research capability, and foreign language speaking capability through interviews and oral tests.

Article 5 (Students Selecting Procedure)

The students selecting procedures of each GSPS are as follows.

1. Accepting Entrance Application
2. Screening Entrance Application Documents
3. Interview • oral tests and written (practical) examinations
4. Entrance screening and deciding admitted students
5. Announcement of admitted students and registration

Article 6 (Entrance Examination Screening Procedure)

- ① The GSPS confirms the entrance requirements through the deliberation of the GSPS Committee and inform head professors with them.
- ② The Entrance Examination Screening Committee members are consisted with more than 3 professors from related major fields; head professors selects them; and the Dean of the GSPS entrusts them.
- ③ The questions in the major examinations are set among screening committee members, and contents of questions and distribution of points are determined by the screening committee.
- ④ The Dean of the GSPS forms the entrance examination screening materials by collecting applicants' GP A from their respective graduating universities, interview and oral tests results, and major written (practical) examinations results and confirms the successful candidates through deliberation of the GSPS Committee.

Article 7 (Screening Principle)

The screening principle is separately determined by the GSPS Committee.

Article 8 (Deciding Admitted Applicants and Informing Them)

The Dean of the GSPS decides admitted applicants through deliberation of the GSPS Committee and getting confirmation from the President and distributes acceptance letters to the admitted applicants.

Article 9 (Entrance Registration and Document Submission)

Admitted applicants should finish registration by the prescribed due date and submit necessary documents.

Article 10 (Cancellation of Admittance and Filling Up with Runner-Ups)

The President cancels the admittance of admitted students who submit false documents and fail to register, and fills the position with runner-ups.

Article 11 (Re-entrance)

Students willing to reenter should submit the re-entrance application to the GSPS 5 months prior to the beginning of the semester with permission from the head professor and register for re-entrance for the respective semester.

Article 11–2 (Inquiry of Educational Background)

Students to be newly entering or re-entering should be inquired regarding his/her educational background from previous university.

Chapter 3. Registration, Temporary Absence from School, Returning to School, and Expulsion

Article 12 (Types of Registration)

Students should pay the following payments (entrance fee, tuition) according to the Regulations Article 12 by the prescribed due date.

1. Entrance and Admitting Registration: New students and admitted students
2. Re-entrance Registration: Re-entering students
3. Regular Registration (First 5 semesters): Existing students
4. Credit Register: Excessive credit completing students or students taking credits after 5 regular semesters
5. Register for Research Students: Research students

Article 13 (Payments for early graduates and extended semester)

Early graduates and students who extend the length of study and register to earn credits after registering 5 regular semesters should pay one third of the tuition for 2 credits, half of the tuition for 3 credits, and two thirds of the tuition for 4 credits.

Article 14 (Temporary Absence from School)

- ① Students need to take temporary absence from school for unavoidable reasons such as illness, should submit the temporary absence from school application to the GSPS.
- ② The period of temporary absence from school is 6 months or one year.
- ③ Students approved of temporary absence within 2 weeks from the start of the semester may not pay the tuition of the semester. However, students who take temporary absence from school after the beginning of the semester and did not pay tuition should pay the deducted amount according to the Article 19, clause 2, table 1.

Article 15 (Returning to School)

Students, whose temporary absence from school period is expired, should submit the returning to school application during the registration period of the returning semester.

Article 16 (Withdrawal)

Students want to withdraw from school should obtain approval from the head professor and submit the withdrawal application to the GSPS.

Article 17 (Expulsion)

Students who are expelled from school by discipline may not re-enter the school.

Article 18 (Re-entrance)

- ① Students, who did not return to school after the temporary absence from school period or expelled from school due to failing to pay tuition and want to re-enter to complete the GSPS, may re-enter the school with the approval from the GSPS Committee in case there are vacancies in the quota.
- ② Re-entering students should submit the re-entrance application to the GSPS through the head professor and pay the re-entrance tuition including the entrance fee.

Article 19 (Payment Refund)

- ① When the payment is overly paid or mistakenly paid, the differences should be refunded in total.
- ② For the following cases, already paid tuition may be refunded according to the standard stated in the [Table 1].
 1. Entering students who waive their admission.
 2. Students showing their intentions to withdraw. However, any tuition paid by students who were disciplined by suspension of attendance for a definite period or higher should not be refunded.
 3. When taking temporary absence from school

Chapter 4. Courses of Study

Article 20 (Courses of Study)

- ① Students should complete the following courses of study.
 1. Common Subjects
 2. Major Subjects
 3. Thesis Guidance (or Degree Assignment Guidance), Thesis Research (or Degree Assignment Research)
 4. Supplementary Subjects (only for students falling into the Regulations Article 21)
 5. Thesis Substituting Credits completion (However, it is only for students who complete assigned thesis substituting subjects)
- ② When a head professor recognizes necessary, major subjects may be substituted with classes opened by other majors up to 9 credits. However, it cannot be overlapped with Clause 1 of Article 19.
- ③ According to clause 1 of Article 19, students who wish to have their credits acknowledged shall submit application for credit acknowledgement to the office of registrar with the approval of head professor.

Article 21 (GSPS Courses of Study)

The courses of study master's degree chouse students should complete for each GSPS are same as the [Table 2].

Article 22 (Setting Up of Classes and Change)

- ① Classes are set up by the GSPS Committee with suggestions from head professors.
- ② When the set classes need to be changed for unavoidable reasons, they may be changed with suggestions from head professors and deliberation of the GSPS Committee.

Chapter 5. Opening of Classes, Supplementary Classes, and Class Registration

Article 23 (Giving Class Numbers)

For the set classes, serial numbers are given in the order of their opening.

Article 24 (Class Opening Procedure)

- ① Major professors of each GSPS and major apply opening of classes for the following semester to the Dean of the GSPS through major faculty meeting three months prior to the beginning of the semester, and the Dean of the GSPS confirms it two months prior to the beginning of the semester.
- ② Each GSPS may open 2-3 classes per semester. However, when a head professor recognizes necessary, he/she may adjust the number of class openings with the approval from the Dean of the GSPS. (Serial Numbers) For the set classes, serial numbers are given in the order of their opening.

Article 25 (Class Closing Standard)

In principle, if number of students registering for the opened class is less than 3, the class is closed. However, when it is necessary for the management of the curriculum, exceptions can be made.

Article 26 (Supplementary Classes)

- ① Students falling into the Regulations Article 21 should complete 9 supplementary credits among related subjects of the curriculum other than the earned credits. However, those subjects taken prior to the entrance and acknowledged by head professors may be exempted.
- ② When students, who have finished the SMU-TESOL course, are entering to the Graduate School of Education English Education Major, 9 supplementary credits may be exempted.
- ③ Applicants for taking courses of education among students of Graduate School of Education may take supplementary courses of 20 credits in total, with 4 credits for each semester

Article 27 (Designation of Supplementary Classes and Registration Procedure)

Students, who need to take the supplementary classes, should submit the supplementary class taking plan to the GSPS during the registration period and register for classes.

Article 28 (Supplementary Classes Completion Period)

Supplementary classes should be completed before completing the master's degree courses.

Article 29 (Registration and Registration Period)

Students completed registration for the semester should register for classes on line before the beginning of the semester.

Article 30 (Limit of Credit Registration)

- ① Students may not register for more than 6 credits (7 credits for Graduate School of Music Therapy) per semester. However, students, who need to take supplementary classes (including teaching profession required classes and teaching profession supplementary classes) may register for up to 9 credits including credits for supplementary classes.
- ② Despite the regulation of the above clause, students may exceed the standard credits when taking teaching practicum and re-taking a class due to F grade.
- ③ Despite the regulation of the clause 1, related credits of the thesis or other thesis substituting credits of the final semester are exceptions.

Article 31 (Change of Class Registration)

Change of class registration is limited to the unavoidable cases such as closing of a class, and students should submit the change of class registration application to the GSPS within two weeks after the beginning of the semester with approvals from professors of new and old classes and the head professor.

Article 32 (Teaching Practicum)

Students who want to take the Second Degree Teacher License should complete the teaching practicum before the completion of the master's degree courses. But, students who were designated by Ministry of Education, Science and Technology or with alternative qualification may be exempted from teaching practicum.

Article 33 (Change of Major)

- ① It can be changed with approval of head professor both before and after the change, only for once within 20 days from the start of second semester in same field for Graduate School of Education and in same graduate school for other graduate schools. However, earned credits are recognized only if the credits are related to the new major curriculum.
- ② Students willing to change majors should submit the change of major application and transcript and obtain approval of the Dean of the GSPS.

Article 33-2 (Semester of Extended Course)

In case of failing to take mandatory credits for graduation during official registration period and in case of applicants for taking courses of education should submit application for course extension to the office of registrar of Graduate School of Professional Studies.

Chapter 6. Requesting the Master's Degree

Article 34 (Thesis and Degree Assignment)

Students requesting the master's degree may select any of the following.

1. Submitting master's degree requesting thesis
2. Degree Qualification Examination
3. Performing degree assignment (such as internship)

Article 35 (Thesis Guidance and Thesis Research)

1. Thesis Guidance

- ① Thesis guidance means the class that thesis advising professor evaluates for degree requesting thesis guidance.
- ② Thesis advising professor gives grades for the Thesis Guidance.

2. Thesis Research

- ① Thesis Research means the class that thesis advising professor evaluates the research accomplishments of the student submitting the degree requesting thesis.
- ② Thesis advising professor gives grades for the Thesis Research.

Article 36 (Degree Assignment)

- ① Degree Assignment performance is a system to perform assignments related to the major substituting the submission of degree requesting thesis.
- ② For degree assignments, there are graduation concert, graduation performance, graduation exhibition, internship, and clerkship, and the details are determined as bylaws of each GSPS.
- ③ Students who select degree assignment should submit the result. However, the Graduate School of Distance Learning requires total of 200 hours of internship besides the submission of the degree assignment.
- ④ Degree assignment advising professor should evaluates the degree assignment results (or performance results) submitted by students and submit the evaluation results to the GSPS.

Article 37 (Degree Qualification Examination)

- ① The degree qualification examination is taking examinations related to the major substituting the submission of the degree requesting thesis.
But the qualification to apply for degree qualification examination is limited to those who had taken 6 additional credits instead of courses of thesis assistance and research of thesis (internship, practices)
- ② Qualification degree examination requires the examinee to pass 1 common course with 4 major courses for Graduate School of Education, and all 3 major courses for other graduate schools.
- ③ The degree qualification examination is executed after the end of the semester when students completed 30 credit hours.
- ④ Passing grade for the degree qualification examination is more than 70 points, and re-taking the examination is allowed.
- ⑤ The degree qualification screening committee is organized with 3 members suggested by head professors and entrusted by the Dean of the Graduate School, and the head professor becomes the Chair.
- ⑥ The head professor makes final decision whether to confer master's degrees for the students who pass all the examinations stated on the above clauses at the degree qualification screening committee, and should submit the result to the GSPS.
- ⑦ The degree qualification examination takers should pay the prescribed test taking fee.

Chapter 7. Class Teaching Faculty

Article 38 (Class Teaching Faculty)

Faculty teaching classes of each GSPS ('class teaching faculty' hereafter) should meet the following criteria.

1. Faculty members with qualifications of over full-time teacher (non-full-time teachers included) in the school and associate professor of outside school
2. Faculty member with doctor's degree with qualifications of over full-time teacher
3. Researchers and personnel of related academic research organizations or industry with Ph.D degree.
4. Others recognized by the Dean of the GSPS

Article 39 (Suggesting Class Teaching Faculty)

- ① The head professor should confirm the opened classes and class teaching faculty 3 months prior to the beginning of the semester and submit the list to the GSPS.
- ② When suggesting new instructors, the head professor should attach the following documents.
 1. New instructor recommendation
 2. Resume
 3. A copy of the resident registration
 4. Certificate of final degree
 5. Certificate of Work or Certificate of Previous Experience
 6. A copy of bankbook for payment
 7. Passport, Alien Registration Certificate, A copy of visa(in case of foreigners)
 8. Two copies of appointment contract for part-time lecturer
 9. Instructor recommending statement (when necessary)
- ③ The head professor, when recommending class openings and class teaching faculty, should obtain approval from the Dean of the GSPS through consultation of the major faculty meeting to exceed the limit with unavoidable reasons, the faculty should obtain approval from the Dean of the GSPS through consultation of the major faculty meeting.

Article 40 (Number of Teaching Classes Limit)

Class teaching faculty may not exceed 2 classes to teach per semester if the faculty is not belong to the GSPS. But, in case this limit is not kept with reasons, it must be approved by the president of graduate school of professional studies with discussions of faculty council of department.

Article 41 (Syllabus Input)

Class teaching faculty should input the syllabi of teaching classes on line before the class registration period.

Chapter 8. Credit Acknowledgement

Article 42 (Acknowledgement of Credits Earned from this University or Other Universities in and out of the Country)

- ① Credits earned from each graduate school of this university (including SMU- TESOL, YL- TESOL) and other universities in and out of the country may be acknowledged as the GSPS credits up to 6 credits through the approval of the Dean of the GSPS.
- ② Earned credits by students of the Graduate School of International Services from the School of International Service, American University under the multi degree agreement while in residence may be acknowledged as the GSPS credits up to 9 credits through the approval of the Dean of the GSPS.
- ③ If a student from School of International Service or American University was sent to Graduate School of International Relations based on the agreement of double major, the credits earned in School of International Service or American University may be acknowledged up till 9 credits, and 12 credits for University of Dauphine, with the approval of the president of Graduate School of Professional Studies. (In case the student has taken courses for more than 2 semesters)

Article 43 (Acknowledgement of Transferred Credits)

Transferred credits from other graduate schools of in and out of the country may be acknowledged as the GSPS credits up to 18 credits.

Article 44 (Acknowledgement of Credits by the Academic · Military Agreement)

- ① Entering students under the Academic · Military Agreement may be acknowledged as the GSPS credits up to 6 credits including the credits determined by the Details Article 43 and 44 through the approval of the Dean of the GSPS.
- ② Entering students under the Academic · Military Agreement may shorten the length of study by one semester.

Chapter 9. Examinations and Grades

Article 45 (Entering the Grades)

- ① Class teaching faculty should enter the grades on line by the end of June for the first semester and by the end of December for the second semester.
- ② Grade of thesis assistance or thesis studies should be processed either P or F after evaluation of academic advisor of thesis.

Article 46 (Correction of Grades)

When there are mistakes such as omissions on the submitted grades, class teaching faculty of those classes should submit the correction of grades application with proving documents such as examination papers by the beginning of the registration period of the following semester.

Article 47 (Retaking the Class)

- ① The courses with grade of F may be re-taken with identical course if the student submits application for course retaking to the office of registrar.
- ② The first grades of the retaken classes and not included in the GPA calculation.
- ③ If the course that the student wish to retake is cancelled or if the student wishes to take different

course, president of Graduate School of Professional Studies may select an alternative course reflecting opinions of academic advisor.

Article 48 (Issuing Certificate of Completion)

For students completing 5 regular semesters and earned all necessary credits, the GSPS issues the Certificate of Completion by the Regulations Article 20 at the end of the respective semester.

Article 49 (Penalty of Cheating)

For those students cheating while taking examinations and passed the examination with unlawful methods, the examinations may become invalid or the passing the examination may be canceled when the cheating or unlawful passing is confirmed.

Chapter 10. Academic Guidance

Article 50 (Academic Guidance)

Students should observe the Regulations and this Details and be under the guidance of the Dean of the GSPS, major faculty, and thesis advising professor.

Article 51 (Head Professor)

Head professors appointed by the President with the recommendation from the Dean of the GSPS.

Article 52 (Head Professors' Duties)

Head professors' duties are as follows.

1. Supervision of academic procedure
2. Calling and supervision of major faculty meeting
3. Recommending the degree thesis (or degree assignment) advising professor and degree conferment screening committee members.
4. Other issues related to the execution of major bylaws.

Article 53 (Major Faculty Meeting)

- ① Organization: The major faculty meeting is organized with all professors in the major.
- ② Matters under the Jurisdiction
 1. Matters related to the creation, change and abolition, and execution of major bylaws.
 2. Matters related to the establishment of curriculum.
 3. Matters related to the writing of the entrance examination and the general examination and the recommendation of the examination writing committee members
 4. Matters related to the opening and closing of classes
 5. Matters related to the recommendation of the class teaching faculty
 6. Matters related to the scholarship student selection
 7. Other matters necessary for the operation of the curriculum
- ③ Calling the Meeting: The major faculty meeting is called by the head professor when all faculty of the respective GSPS and major requests.
- ④ Consultation and Decision: Decisions of the major faculty meeting is made with the approval

of the majority. However, the number one of the clause two is decided with the approval of the more than two third of the enrolment.

- ⑤ Report Procedure: Decisions made in related to the matters under the jurisdiction are reported to the Dean of the GSPS by each head professor through signing of all enrolled faculty.
- ⑥ Major Bylaws: The major faculty meeting may decide the following matters as bylaws according to the characteristics of each major.
 1. Matters related to the completion of classes
 2. Matters related to the general examination subjects
 3. Matters related to the execution of the entrance examination
 4. Matters related to the thesis substituting classes, degree assignments, and execution of the degree qualification examination
 5. Other necessary matters
- ⑦ Change of the Major Bylaws: The major bylaws may not be changed within 3 years of the official announcement.

Chapter 11. Foreign Students

Article 54 (Number of Selecting Students)

Each GSPS may select appropriate number of students, who are entrusted students determined by the Ministry of Education ordinances, foreign students with both foreign parents, and Korean residents abroad and foreigners who finished equivalent education of Korean elementary, middle education and college education, without limiting to the quota regulated in the Regulations Article 4.

Article 55 (Screening Procedure)

The screening of entering students outside the quota stated on the Article 56 may be made, without being governed by the Regulations Article 8 Clause 1, through interview and document screening. However, when Korean language skills seem necessary due to the characteristics of the major fields, the GSPS may impose Korean Language Competency Test to the applicants.

Article 56 (Korean Language Competency Test)

- ① Korean Language Competency Test is executed in writing and speaking.
- ② Written test and speaking test each has 100 total points, and 100 points out of 200 total points are the passing grade.
- ③ Students who have completion certificates from authorized Korean language training organizations are exempted from the Korean Language Competency Test.

Chapter 12. Open Classes and Research Students

Article 57 (Open Classes)

- ① The Dean of the GSPS may establish open classes under the objective of knowledge and skills acquirement for culture, research, and jobs, any opened class as an individual class may give prescribed credits.

- ② Open classes may be opened by courses, and the Dean of the GSPS separately fix the details such as subjects of each class, duration, and class capacity.
- ③ The operation of the open classes may be managed by the academic supervising department of the GSPS or it may be entrusted to the annexed organizations of the University.

Article 58 (Screening Committee Members and Procedure)

The appropriate number of attending students for each course are screened through document screening and interview, and the screening committee members are recommended by each head professor and entrusted by the Dean of the GSPS.

Article 59 (Research Student Application Documents)

Application documents of research students of each course are prescribed application, university Diploma, and transcripts.

Article 60 (Research Students' Length of Research and Class Taking)

- ① Length of research of the research students may not exceed one year.
- ② Research students may take opened classes per semester within the limit of 2 classes.

Article 61 (Research Students Registration)

Research students should pay the research tuition after passing the screening.

Article 62 Issuing of the Accomplishment Certificate for Research Students)

For the research accomplishment of the research students, the GSPS may issue the Accomplishment Certificate when necessary.

Chapter 13. Foreign Language Examination

Article 63 (Examination Subject, Time)

- ① Foreign language courses for examination should be either English or French with more than 60 minutes for testing time.(Selection of French examination is limited to major of French Culture Management in Graduate School of International Relations, TESOL Graduate School may be exempted from foreign language examination) But, students who took course of “English” open during the semester (But, students majoring in English Education in Graduate School of Education, and in Graduate School of Clinical Pharmacology may not take English courses)
- ② The foreign language examination for foreign students is determined separately by the Dean of the GSPS.

Article 64 (Period of Examination and Times of Examination Taking)

The foreign language examination is given on March and September, and students may take as many times as they want.

Article 65 (Examination Fee)

- ① The foreign language examination takers should pay the prescribed fee.
- ② Students who register for “English” should pay additional tuition.

Article 66 (Examination Committee Member)

Examination committee members of the English examination are entrusted by the Dean of the GSPS among the respective foreign language major faculty.

Article 67 (Passing Grade)

- ① The passing grade is 60 points out of 100 possible points.
- ② Evaluation for “English” class completing students is pass or fail.
- ③ Students who obtain certain level of points from the English competency tests approved by the GSPS Committee may be exempted from the foreign language examination. The standard is stated on the [Table 3].
- ④ Students of the Graduate School of TESOL are exempted from the foreign language examination.

Chapter 14. General Examination

Article 68 (Taking Qualification)

Qualification for taking the general examination is to complete 18 or more credits and be limited to registered students for 4 semesters or 3 semesters in case he/she applied for early graduation.

Article 69 (Examination Subjects, Time)

Subjects of comprehensive examination include 1 common course with 2 major courses for Graduate School of Education and Graduate School of Music Therapy, 2 common courses and 1 major course for Graduate School of International Relations (But, major of French Culture Management is exempted from comprehensive examination), 3 major courses for Graduate School of Policy, Graduate School of Industry, Graduate School of Traditional Culture and Art, major of Traditional Dietary Culture, Play Therapy majors of Graduate School of Social Education, and Graduate School of Human Resource Development for Women, and 1 major practice course for Graduate School of Lifestyle Design, examination subjects are selected separately by each major; and the examination time is more than 60 minutes per each subject.

Article 70 (Period of Examination and Times of Examination Taking)

The general examination is given on April and October, and students may take as many times as they want.

Article 71 (Examination Fee)

The general examination takers should pay the prescribed fee.

Article 72 (Examination Writing Committee Members and Examination Writing)

- ① The examination writing committee members are the respective class teaching faculty in principle.

- ② The examination writing committee members are selected at the each major faculty meeting and entrusted by the Dean of the GSPS with recommendation of head professors.

Article 73 (Examination Management and Grading)

The grading of the general examination is managed at the designated place by the GSPS.

Article 74 (Passing Grade)

The passing grades for each subject are above 70 out of 100 possible points.

Chapter 15. Degree Thesis and Degree Assignment

Article 75 (Advising Professor)

The advising professor of the degree thesis and degree assignment is entrusted by the Dean of the GSPS with recommendation of head professor within 4 weeks of the registration of the third semester of the respective students.

Article 76 (Qualification of Advising Professor)

The advising professor of the degree thesis and degree assignment should meet any of the following criteria.

1. Full time faculty of the University with same major field with the student (including invited and adjunct professor) and outside university faculty with higher rankings than associate professor.
2. Ph. D degree holding assistant professors in and out of the country with same major field with the student.
3. Others who are recognized to have similar qualification with the above by the Dean of the GSPS

Article 77 (Change of Advising Professor)

In case of changing the advising professor of the degree thesis and degree assignment with unavoidable reasons, students should obtain approval from the Dean of the GSPS with the approval of the respective advising professor and the head professor.

Article 78 (Guidance Fee)

Students who are assigned with the advising professor of the degree thesis and degree assignment should pay the degree thesis or degree assignment guidance fee

Article 79 (Structure and Standard)

The details regarding the structure and standard of the degree thesis and degree assignment performance result report should observe the 'Sookmyung Women's University Graduate School of Professional Studies Master's Thesis and Degree Assignment Structure' separately set by the GSPS Committee.

Article 80 (Submitting Qualification)

- ① Students submitting the degree thesis and degree assignment should meet the following criteria.
 1. Students who earned necessary credits stated on the Regulations Article 20 and have GPA of above B-(2.7).
 2. Students who passed the foreign language examination
 3. Students who passed the general examination or were exempted from the general examination with the permission from the Dean of the GSPS
 4. Students who have received guidance more than one semester after being assigned with the degree thesis or degree assignment advising professor.
 5. Thesis graduate of Graduate School of Education, Graduate School of Remote Support, Graduate School of Human Resource Development for Women should take at least one course related to Research method before the thesis semester.
- ② Students, who are taking major subjects, supplementary major subjects, supplementary teaching subjects, or English classes in the thesis submitting semester, may also take the designated thesis substituting classes or submit degree thesis or other degree assignment. However, grades of the above classes are not sufficient enough, the completion of the designated thesis substituting classes or degree thesis and degree assignment submission is postponed.

Article 81 (Submission Application Procedure)

The degree thesis or degree assignment submission applicants should submit the degree thesis for screening or degree assignment performance plan with the following documents with the approval of the advising professor and head professor and pay the screening fee.

1. One copy of the Degree Requesting Thesis Application (or Thesis Substituting Class Taking Application, Degree Assignment Performance Application)
2. Three copies of theses for screening (or Degree Assignment)

Article 82 (Organization of the Screening Committee)

The organization of the degree conferment screening committee is 3 faculty members including the advising professor.

Article 83 (Qualification of Screening Committee Members)

The qualification of the degree conferment screening committee member is same as the qualification of the thesis advising professor.

Article 84 (Prohibition of Change of Screening Committee Members)

After the preliminary screening of the degree thesis or degree assignment is commenced, the screening committee members may not be changed. However, when owing to unavoidable engagements such as personal reasons, they may be changed with the approval of the Dean of the GSPS.

Article 85 (Degree Conferment Preliminary Screening Method)

- ① The head professor should deliver the degree thesis or degree assignment to each screening committee member as soon as receiving them, announce the screening schedule, and start the preliminary screening.
- ② The preliminary screening is done one time, in principle, with everyone in the committee attending.

- ③ The screening committee members may ask students to submit additional copies, translated copies, models, or other materials necessary for preliminary screening, and degree thesis and degree assignment submitting students should answer screening committee members' questions related to the thesis and assignment.

Article 86 (Degree Conferment Main Screening)

- ① The main screening is performed with every committee member attending.
- ② The main screening decide the pass or fail after evaluating the changes made and complementation of the matters pointed out during the preliminary screening. However, decision of pass or fail for students completing the degree assignment is made based on the degree assignment performance result report.

Article 87 (Passing Decision of the Degree Conferment)

The passing decision for conferment of the master's degree is made with more than two thirds of the passing decision from the committee and more than 70 points out of 100 possible points at the oral test.

Article 88 (Screening Result Report Submission)

The screening committee chair should collect the screening results from each committee member after the completion of the screening, make the result report, receive signatures from every committee member, and submit the report to the Dean of the GSPS.

Article 89 (Review of Degree Conferment)

Students who submitted failed degree thesis at the degree conferment screening or degree assignment may be reviewed. To be reviewed, students should revise and complement the thesis and resubmit it after finishing the respective semester, and the review procedure should follow the Article 87 and 88

Article 90 (Submission of the Printed Version of the Degree Thesis and Degree Assignment)

The degree thesis and degree assignment submitting students should submit five printed copies and flies including one copy of degree thesis with signatures of every committee member and degree assignment to the Library within one month after passing the main screening.

Additional Clauses

Article 1 (Date of Enforcement)

This detailed enforcement regulations are enforced from January 30, 2001.

Article 2 (Abolition Rule)

Existing detailed enforcement regulations of Graduate School of Education, Graduate School of Business Management, Graduate School of Public Policy, Graduate School of Design, Graduate School of Clinical Pharmacy, Graduate School of International Service, Graduate School of Music Therapy, Graduate School of Information and Communications, Graduate School of Traditional Culture and Arts, and Graduate School of TESOL are abolished, and items regulated by the existing each GSPS detailed enforcement regulations are considered being regulated by this detailed

enforcement regulations.

Article 3 (Interim Measures)

If a student has any disadvantages due to the abolition of the old detailed enforcement regulations according to the Article 2 of the Additional Clauses of the detailed enforcement regulations, the old detailed enforcement regulations are applied.

Additional Clause

(Date of Enforcement) This revised detailed enforcement regulations are enforced from April 9, 2001.

Additional Clause

(Date of Enforcement) This revised detailed enforcement regulations are enforced from September 17, 2001.

Additional Clause

(Date of Enforcement) This revised detailed enforcement regulations are enforced from April 29, 2002.

Additional Clause

(Date of Enforcement) This revised detailed enforcement regulations are enforced from December 16, 2002.

Additional Clause

(Date of Enforcement) This revised detailed enforcement regulations are enforced from March 17, 2003

Additional Clause

(Date of Enforcement) This revised detailed enforcement regulations are enforced from April 12, 2004.

Additional Clause

(Date of Enforcement) This revised detailed enforcement regulations are enforced from June 23, 2008.

Additional Clause

(Date of Enforcement) This revised detailed enforcement regulations are enforced from April 20, 2009.

Additional Clause

(Date of Enforcement) This revised detailed enforcement regulations are enforced from June 15, 2009.

Additional Clause

(Date of Enforcement) This revised detailed enforcement regulations are enforced from December 17, 2009.

〈Table 1〉 Tuition Refund Standard

1. When appropriate reason occurs until the starting date of the respective semester (entrance date for entering students), total amount of already paid entrance fee and tuition are refunded.
2. When appropriate reason occurs after the starting date of the respective semester, the entrance fee is not refunded but tuition is refunded according to the following criteria.
3. In case of paying the difference after receiving the university scholarship, the scholarship amount is excluded from the refund, and the refund standard based on the total tuition is applied so that the difference after deducting the deduction from the actual payment is refunded. In this case, the amount of deduction is not sufficient, the difference should be paid.
4. It cuts off less than 1,000 won when calculating refund amount

Date of Refund Reason Occurrence	Deduction/Payment	Refund Amount
Within two weeks of the starting date of the semester	-	Total tuition
Between 2 weeks and 30 days after the starting date of the semester	1/6 of tuition	5/6 of tuition
Between 30 days and 60 days after the starting date of the semester	1/3 of tuition	2/3 of tuition
Between 60 days and 90 days after the starting date of the semester	1/2 of tuition	1/2 of tuition
90 days after the starting date of the semester	Total tuition	∅No refund

〈Table 2〉 Curriculum of Each Graduate School

Graduate School	Major	Course Curriculum	Extra
Education	All	1. 8 credits of Common Courses	Over 2 credits for students taking minor courses of current working instructors
		2. 16 credits of Major Courses	Over 22 credits for students taking minor courses of current working instructors
		3. 4 credits of Thesis Assistance 2 credits of Thesis Studies	
		4. Over 9 credits of Supplementary Courses	Students entering with changed major (But, current instructors are exempted)
		5. 0 credit of Research Method Courses	Limited to students who have entered since 2006 and thesis submitters
Public Policy and Industry	All	1. 24 credits of Major Courses 2. 3 credits of Thesis assistance 3 credits of Thesis Studies	Students majoring in Social Welfare Studies may apply for certificate of Social Worker if they take related courses
Life Style Design	All	1. 9 credits of common courses 2. 15 credits of major credits 3. 3 credits of Thesis assistance 3 credits of Thesis Studies	Students cannot register for over 2 courses of major practices(or major studies) in the same semester

Graduate School	Major	Course Curriculum	Extra
International Service	International Promotion/ Human Security/Sports Diplomacy	1. 6 credits of common courses 2. 18 credits of major courses 3. 3 credits of Thesis Assistance 3 credits of Thesis Studies	- common: 2 mandatory among International Relations, International Research Methods, Intercultural Communications - major: International Promotion(International Promotion), International Organizations(Human Security), 1 mandatory between Olympic Studies and Internationalization of Sports(Sports Diplomacy)
	French Culture Management	1. 24 credits of major courses 2. 3 credits of Thesis Assistance 3 credits of Thesis Studies	
Clinical Pharmacy	All	1. 9 credits of common courses 2. 15 credits of major courses 3. 3 credits of Clinical Pharmacology Thesis Studies 3 credits of Clinical Pharmacology Practices	- by thesis writing students who had taken more than 5 semesters
Music Therapy	All	1. 8 credits of common courses 2. 18 credits of major courses 3. 3 credits of Music Therapy Practices 4. 3 credits of Music Therapy Internship 5. 3 credits of Music Therapy Thesis	- practice: 1 credit per a course(Music Therapy I, II, III- each taken in 2nd, 3rd, 4th grade)
Traditional Culture and Arts	Traditional Dance	1. 24 credits of major courses 2. 3 credits of Thesis Assistance 3 credits of Thesis Studies	
	Traditional Music	1. 24 credits of major courses 2. 3 credits of Thesis Assistance 3 credits of Thesis Studies 3. 0 credit of Major Practice Intensive Courses I, II	- Required courses of Major Practice Intensive Courses I, II for students entering since 2007
	Traditional Dietary Culture	1. 24 credits of major courses 2. 3 credits of Thesis Assistance 3 credits of Thesis Studies	
TESOL	All	1. 24 credits of major courses 2. 3 credits of Thesis Assistance 3 credits of Thesis Studies	- Practicum is the alternative course of thesis (5 th semester student) - Students who did not take SMU-TESOL must take it in the 1 st semester
Distance Learning	All	1. 24 credits of major courses 2. 0 credits of Thesis Writing(Statistics, Research Methods)	- Limited to thesis writing students and students accepted since 2nd semester of 2007
Human Resource Development for Women	All	1. 24 credits of major courses 2. 3 credits of Thesis Assistance 3 credits of Thesis Studies	
Social Education	Play Therapy	1. 30 credits of major courses 2. 3 credits of Internship 3. 3 credits of Thesis Assistance	Students wishing to acquire certificate of play therapist may take 3 credits of supplementary courses in 1 st , 2 nd , 4 th semesters
	Eurhythmics		
	Leadership Education	1. 24 credits of major courses 2. 3 credits of Thesis Assistance 3 credits of Thesis Studies	- Piano Pedagogy: 5 credits of major theory studies, 1 credit of major practices
	Golf Management		
	Beauty and Art		

<Table 3> Foreign Language Examination Exemption Standard

Course	Field	Standard of acceptance				Remark
		TOEFL (IBT)	TOEFL (CBT)	TOEIC	IELTS (9 possible points)	
Master's	Humanities & Social Science	80	213	790	6	Grades earned within 2 years of the time of application (each semester March 1 st /September 1 st)
	Natural Science	71	197	750	5	
	Arts & Sports	61	173	690	4	

<English Examination Exemption Standard for SMU-MATE Grade>

Circle	SMU-MATE Standard Grade for acceptance		Remarks
	Speaking	Writing	
Humanities & Social Science	Intermediate II Mod,Low	Intermediate - Low Mod,Low	Term of validity: Level earned within 1 year
Natural Science	Intermediate II Mod,Low	Intermediate - Low Mod,Low	
Arts & Sports	Intermediate II Mod,Low or Intermediate-Low Mod,Low		

※ Select one between Speaking and Writing for Arts and Sports major.

The Graduate School of Professional Studies Master's Degree Thesis · Degree Assignment Structure

1. Degree Thesis, Degree Assignment Standard and Printing Method

- ① Format : times 4, 6(18.5cm×25.5cm)
- ② Paper : 80lb or thicker vellum
- ③ Printing method: Write horizontally using a word processor and print on one or both sides.
- ④ Printing method for the cover and the book: The color of the cover should be dark navy blue and use gold new roman type to print the title as stated on the table 1.
- ⑤ Binding Method: Cloth binding.
- ⑥ Inner cover style: Print as stated on the table 2.
- ⑦ Confirmation page style: Print as stated on the table 3.
- ⑧ Marking language: Use Korean in principle; however, foreign languages may be used if unavoidable.

2. Required Items and Order of Degree Thesis · Assignment

- ① Cover
- ② Inner Cover
- ③ Confirmation Page
- ④ Appreciation Note: Write when the thesis · degree assignment submitting students wish to show appreciation to an individual or an organization. (may be omitted)
- ⑤ Table of Contents
- ⑥ List of Tables: Attach it when necessary such as for tables, diagrams, or pictures.
- ⑦ Abstract in Korean: Write in simple and clear within 3 pages. Write in Korean whether the main body of the thesis is written in Korean or foreign languages.
- ⑧ Main Body: The main body should be organized in introduction, body, and conclusion, footnotes should be made at the bottom of the respective pages with serial numbers.
- ⑨ References
- ⑩ Abstract in English: When the main body of the thesis · degree assignment is written in foreign language, it should be written in the same language, and when the main body of the thesis is written in Korean, it may be written in anyone foreign language out of English, French, German, or Chinese.

3. Matters to be attended to when submitting the thesis · degree assignment

- ① Number of Submitting Copies: Ten copies of dark navy blue hard cover
- ② Matters to be attended to
 - A. Students should print the thesis · degree assignment after revising and complementing the problems pointed out and obtaining confirmation from the screening committee members, and submit one hard cover copy with signatures of each committee member.
 - B. The other 9 copies should be printed without the confirmation page stated on the table 3
 - C. The title of the thesis · degree assignment must be same as the title of the thesis screening · degree assignment result report.